

**MINUTES**  
**GREEN BAY TRANSIT COMMISSION**  
**Wednesday, October 15, 2014**  
901 University Avenue, Commission Room  
**8:15 a.m.**

**MEMBERS PRESENT:** Roger Kolb, Chair; John Withbroe, Vice Chair; Alderman Randy Scannell, Scottie Corrigan, Secretary; Kevin Kuehn and Ron Antonneau

**MEMBERS EXCUSED:** David Harp

**OTHERS PRESENT:** Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Pam Manley, Business Grant Manager; Larry Sterckx, Mechanic Foreman; Bruce Desotelle, Operations Supervisor; Melanie Falk, HR Operations Manager; Jennifer Smits, HR Resources Generalist; Lisa Conard, Brown County Planning; Vincent Caldara, MV General Manager; Chris Braatz, Keith Schneider, and April Herlache

**1. Call the meeting to order**

Chair R. Kolb called the meeting to order at 8:15 a.m.

**2. Approval of Agenda**

K. Kuehn made a motion to approve the October 15, 2014 agenda. R. Scannell seconded the motion. Motion carried.

**3. Approval of the minutes of the September 24, 2014 meeting**

R. Scannell made a motion to approve the minutes from the September 24, 2014 meeting. S. Corrigan seconded the motion. Motion carried.

**4. Action: Approval of the Transit Table of Organization**

P. Kiewiz stated she has had conversations with each Commissioner on staffing needs of the department going forward. She stated we have some great talent and skills in the department. She worked with Human Resource for the last couple of months to see who could absorb some of the duties from her old position as Assistant Transit Director. She has dispersed those tasks among the staff, which resulted in some reclassifications and the new position of Transportation Supervisor.

Last month's meeting you met Bruce, our new Operations Supervisor; he and Chris are overseeing bus operators on the day to day operations.

The Transportation Supervisor is a new position that will absorb some of my old duties as Assistant Director; this position would also take on the role of supervising the dispatchers, oversee the Packers Game Day Routes, serve as our Trapeze systems administrator, and serve as the department's drug and alcohol testing program manager and communications. This position will work closely with me.

The full-time Account Clerk II position has assumed additional responsibilities over the years. Cindy Tappy has worked closely with Patty on different audits, state and federal regulations as well as internal policies. She was a great part of the excellent Triennial Review we had this year. She is definitely up for the tasks to continue in that role. Metro is now the designated recipient for 5310 funding. Cindy will also oversee this. We are recommending the Account Clerk II position be reclassified as the Compliance Coordinator.

J. Withbroe inquired as to what position is 37.50 hours and will be going to 40 hours.

P. Kiewiz stated that position would be Essie's; I have requested to change that position to a 40 hour position; as well as a title change. All transit positions are 40 hours.

K. Kuehn stated he appreciates that Patty has taken a good look at the staff structure and the reorganization cost savings of \$20,000. Transit has a good handle on what the best fit is for everyone and what makes the best sense.

R. Kolb commented over the last 20 years Metro has gone through five (5) different Directors. Every Director that came in, had to make their own changes; what worked the best for them. This is Patty's plan and she knows what her people are capable of doing. He feels overall it is a good plan. The only caution would be for Patty to make sure she is well covered and not to overload herself.

P. Kiewiz stated she has a good grasp on what will work for Metro. Our staff is definitely due a lot more credit than they get. They do a phenomenal job. I definitely couldn't do it without them.

J. Withbroe commented if Patty feels overloaded; we should review in 6-months.

S. Corrigan stated her concern would be that each position is very specific and there isn't room to continue to progress.

P. Kiewiz agreed this is very crucial; going forward with our long term plans such as bringing Paratransit in-house at some point, as well as looking at other modes of transportation joining us here. These goals will change Metro's table of organization going forward.

R. Antonneau commented his number one concern is for the Director to be overloaded and number two, if something would happen to Patty; it would be nice to have a "Patty" here. Patty was an assistant who was responsibility for a lot of the operational duties.

K. Kuehn commented Patty was an Assistant who was the Transit Director. The assignment of who is second in command can easily be who the go-to person is. In today's economy you cannot have this layering.

P. Kiewiz stated it is important to split those job duties out. It is not always smart to have all your “eggs in one basket”. What would have happened if I would have left the department? That was the perspective I took obviously, as Director and having other roles and other duties to take care. I don’t want all my eggs in one basket that is why she feels it is important for the staff to take some of those responsibilities, so Green Bay Metro is covered in all different areas and not one person doing majority of responsibilities.

K. Kuehn stated Metro was very vulnerable previously in many of these situations because Patty was the go-to person for everything. Now she’s taking those responsibilities and spreading them out.

P. Kiewiz stated there are a couple job title changes for two positions: Current Route Supervisor requesting to change to Operations Supervisor; this just covers more of what they do by taking care of operations. The next is changing Essie’s position to a Paratransit Coordinator.

K. Kuehn made a motion to approve the Table of Organization for Transit. J. Withbroe seconded the motion. Motion carried.

## **5. Finance**

P. Manley stated in your packets you will find the operating expense report for August. She gave a brief overview of the revenue and expense reports. P. Manley stated that if the Commission would have any questions, she would be happy to address them.

## **6. Operational Reports**

P. Kiewiz stated in your packets you will find the operating report. She gave a brief overview of the ridership report. P. Kiewiz stated if the Commission would have any questions, she would be happy to address them.

## **7. Directors Report**

P. Kiewiz stated she had a few items to update the Commissioners:

We are still in negotiations for Paratransit RFP. Patty expects to have an update for you next month. Metro only received one (1) bid. Worst case scenario; we would put it back out for bid.

Happy to report we are getting somewhere with the roof. We have met with Bayland who did the original work when the building was built. There are some changes we need to do, so we will be working with purchasing next week so we can go out for bid. Metro will be using the 5339 grant to cover those costs.

J. Withbroe inquired if there is a warranty on repairs.

P. Kiewiz stated yes; Metro will receive a one (1) year warranty on the repair. There is a capping across the fire wall that separates the offices from the garage area. This is where they believe the majority of the leaking is occurring. Bayland will be removing and replacing those areas. Bayland

reported the lifespan for this roof is about 15-20 years. The building now is 14 years old. A rough cost to replace the entire roof is about a half a million dollars. If Metro decides to replace the entire roof; Bayland recommends installing a rubberized roof.

R. Antonneau commented we are repairing and replacing part of the roof. How long will that last before we have to replace.

P. Kiewiz stated 5-7 years roughly. This will give Metro time for future capital improvement plans and to start monitoring for some grants.

Shelters - we should have six (6) concrete pads next week. The shelters are coming in the week of October 27, 2014. We are close to an agreement with Bay Park Square. We have legal reviewing the contract as there are a few things we need to work through in order to get those shelters placed at Bay Park Square. It's not a right away; it is private property.

Metro is planning on recognizing breast cancer awareness on October 22, 2014. Metro will have a press release. Watch for those pink ribbons on our buses.

The State Conference was a couple weeks ago Patty attended and is happy to report Green Bay Metro will be hosting the 2016 WURTA State Conference.

R. Kolb inquired where the conference will be held.

P. Kiewiz stated we are working on the location; we would like to look at downtown.

Patty has also accepted a position with the WURTA Association to serve on their Legislative Committee.

P. Kiewiz commented how we had talked at the last meeting about marketing. Essie has been putting a lot of time and energy working on these projects, so she has a couple of announcements for the Commissioners.

E. Fels stated she has secured two full Bellin Health bus wraps. She will be looking at installation to be mid-November. Essie has also been working with Chris Rand on videotaping Transit Tips such as how to secure a cart on the bus, how to use the farebox, and ADA Securements for the Public Access TV.

P. Kiewiz stated Metro had a "How to Ride the Bus" video. This video was long and outdated. We are making short video snips such as how to use the farebox. The electronic fareboxes system can be challenging for some individuals. Chris Rand will be videotaping. We will have the videos on Metro's You Tube on our website as well as the City Public Access. Chris Rand offers a lot of support for Metro with these events, photos and website.

The Packers are doing a second full bus wrap; installation will be in the next couple of weeks.

K. Kuehn inquired if we could establish a non-profit policy for interior advertising.

P. Kiewiz stated Metro does currently offer non-profit organization to advertise inside the buses at no cost as long as there is place available.

J. Withbroe asked if there are any restrictions.

P. Kiewiz stated as long as it complies with our advertising policy.

P. Kiewiz announced the employee of the month for September, is Wayne Hessil. He is working tonight, so we will present this award to him later this afternoon. Wayne has been with Transit since 2007. He does a great job and has an excellent safety record.

When staff presented Wayne Hessil his award; Essie asked Wayne what his favorite part of the job is.

W. Hessil stated working with the people; some can be challenging.

P. Kiewiz stated for those that don't know today is Scottie Corrigan's last day serving on the Transit Commission. She had served on the Transit Commission since 2006. Staff presented Scottie with a vase of flowers. Patty stated we had the vase made for you, so every time in Georgia you can read the message on the vase and think of Transit. We definitely appreciate your commitment and your passion for Transit. You will be missed.

S. Corrigan thanked everyone. She stated she has learned a lot and the benefits of Transit.

K. Kuehn asked Scottie what her favorite part of the job is.

S. Corrigan stated seeing things from the very beginning; Metro didn't have a Transit Commission. It's progressed greatly; it is running smoothly.

K. Kuehn commented it's nice to see how Transit was in the beginning and now how it is running at the end; what a difference. It has to be a good feeling. Scottie, you did a great job!

#### **10. Other Business.**

No other matters.

#### **11. Establish the date of the next meeting**

The next meeting of the Transit Commission is scheduled for Wednesday, November 19, 2014 at 8:15 a.m.

#### **12. Adjourn.**

Motion made by K. Kuehn second by R. Scannell, to adjourn at 8:50 a.m. Motion carried.

Respectfully submitted,

Essie Fels